

EMERGENCY MEDICAL SERVICES AUTHORITY

1930 9th STREET
SACRAMENTO, CA 95814-7043
(916) 322-4336 FAX (916) 324-2875



October 13, 2004

Dear Healthcare Professional,

The California Emergency Medical Services Authority extends this invitation to participate in the review and revision of the Hospital Emergency Incident Command System (HEICS). The system, originally developed in 1992, was modeled after the FIREScope Incident Command System with subsequent revisions in 1996 and 1998. The 1998 version, HEICS III, is rapidly becoming the standard for hospital emergency management across the nation.

The Emergency Medical Services Authority (EMSA) is launching a project to review and revise the current version of HEICS. The mission of the HEICS IV project is to:

- ✓ Update and incorporate current emergency management practices into the system
- ✓ Enhance the system by integrating chemical, biological, radiological, nuclear and explosive (CBRNE) events into the management structure
- ✓ Address and develop a standardized configuration of HEICS to address rural and small hospital needs
- ✓ Develop a standardized HEICS IV curriculum and teaching aids (CD or video)
- ✓ Develop instructor credentialing and certification process to ensure standardization in all hospitals across the nation
- ✓ Clarify the components of HEICS and its relationship to the National Incident Management System (NIMS)

The HEICS IV project strives to ensure the applicability of HEICS in hospitals across the nation. In order to accomplish that goal, the HEICS IV project committee membership will include healthcare professionals from across the nation. The project is funded by the State of California Hospital Bioterrorism Preparedness Program with monies allocated to the State from the Health Resources and Services Administration (HRSA) Bioterrorism Hospital Preparedness Program.

Two groups will convene to accomplish the goals of the HEICS project: a "Working Group" and a "Secondary Review Group". The groups will have distinct and differing responsibilities. EMSA will facilitate the groups and develop committee work products for review and comment. A description of the groups follows:

Working Group

The Working Group (WG) membership will be limited to 20 healthcare professionals and/or emergency managers. The WG membership is limited in size to ensure an effective group process. Members will be chosen from across the nation to ensure wide representation of hospitals.

The criteria for membership on the WG will include:

- In-depth, working knowledge of HEICS, Version III
- Current experience in emergency management and knowledgeable about CBRNE events and the effect of these events on hospitals
- Current employment in a hospital or healthcare system agency
- Ability to work at a high level in a group, participate in discussions and come to consensus

The Working Group members will be responsible for:

- The core review and revision of HEICS to be consistent with current emergency management practices and hospital needs
- The incorporation of the CBRNE elements into the system
- Active participation in the development of a draft document of revisions and updates to HEICS for review by the Secondary Review Group and other key constituents
- Attendance at three WG in-person meetings; The first in-person meeting to be scheduled in early January, 2005, location and dates to be announced by EMSA
- Attendance at a minimum of three (3) conference calls in addition to the in-person meetings; the dates and times to be announced by EMSA. The first conference call will be held the week of December 13, 2004.
- Access to email and internet and ability to utilize Microsoft Office applications including Word and "track changes"
- Acting as a liaison between your organization, discipline and/or key constituents, communicating the recommended HEICS changes and eliciting input and comments

EMSA will reimburse Working Group members for travel costs, based on the State of California reimbursement policies. Travel costs will include airfare, mileage over 50 miles to the meeting site, per diem for meals, shuttle/rental car and hotel. In-person meetings will be held for three days, not including travel time. Appointed WG committee members will be sent a copy of the California State travel reimbursement policy.

Secondary Review Group

Membership in the Secondary Review Group (SRG) will be open to hospital providers, healthcare providers, emergency managers and key constituents from across the nation. Products developed by the WG will be open for review by the SRG members. The feedback from the SRG members will then be reviewed by the WG for possible incorporation into HEICS IV. The number of members on the SRG will not be limited.

Members of the SRG will be responsible for:

- Timely review of work products and HEICS recommendations from the Working Group
- Providing timely feedback and input on the HEICS recommendations to the project coordinator
- Acting as a liaison between your organization, discipline and/or key constituents, communicating the recommended HEICS changes and eliciting input and comments

The HEICS IV project is targeted for completion by July 30, 2005. This is an aggressive timeline, and therefore the WG and SRG committee members must be willing to commit to the timely review and processing of materials and products.

Persons interested in participating on the HEICS IV project Working Group or Secondary Review Group must submit an application via mail or email to:

HEICS IV Project
Attn: Cheryl Starling, RN
California Emergency Medical Services Authority
1930 9th Street
Sacramento, CA 95814

Email: HEICS-IV@emsa.ca.gov

Applications for the Working Group and the Secondary Review Group must be submitted to EMSA via mail or email no later than close of business, PST, on November 5, 2004.

Applicants will be notified of acceptance or non-acceptance to the Working Group by December 1, 2004.

Members chosen for the Working Group and the Secondary Review Group will be at the sole discretion of the Emergency Medical Services Authority. It is the intent of EMSA to ensure broad and appropriate representation of key constituents on these committees, and members may be recruited to meet these requirements. Those persons applying for Working Group membership that are not selected will be automatically placed on the Secondary Review Group, unless otherwise specified by the applicant. The applicant will be notified via email of EMSA's receipt of the application

HEICS IV Project
Invitation Letter
Page 4

Any additional questions about the HEICS IV Project should be directed to:

Cheryl Starling, RN
Email (preferred): cheryl.starling@emsa.ca.gov
Phone: 916-322-4336 Extension 463

Thank you for your interest in participating in the HEICS IV Project!

A handwritten signature in black ink that reads "Cheryl Starling RN". The signature is written in a cursive, flowing style.

Cheryl Starling, RN, BSHS

Attachments: Application for Working Group Membership
 Application for Secondary Review Group Membership